

Concordia Preschool Advisory Board
Meeting Minutes
March 10, 2025

Attendees:

Helen Spillan, Julie Moore, Annie Masone, Nina Loudon, Gracey Tull, Deirdre Jeandell, Robin Scott, Susan Dramis, Brianna Coughlan, Kelsey Piotti, Coty Smith, Jen Mantle, Amanda Hyman, Nikole Heitmann, Marissa Le

Call to Order:

1st: Nina Loudon 2nd: MARRISA LE

Approval of February 10, 2025 Meeting Minutes:

1st: Jen Mantle 2nd: MARRISA LE

Teacher's Report:

- The teachers have begun to plan the Alex's Lemonade Stand event to be held in mid-May.
- The summer camp themes have been picked. Enrollment starts April 9. Advisory Board Representatives and Executive Committee members will get priority registration.
- Each of the classes have been learning about St. Patrick's Day and learning all about leprechauns.

Director's Report:

- *Status:* The status of the preschool is good. Enrollment remains unchanged at 72 students.
- *2025-2026 Registration Update:* 59 students are registered so far. At this time last year, we had 59 enrolled. There will be no 3-day 4s next year because only 3 were registered. Those 3 students are going to be in the 5-day 4s instead. There are only eight 2-year-olds signed up. Spread the word!
- *Old Business:* The art fair was awesome. The staff is looking forward to Bingo.
- *Grant:* Our DIEEC QIP application was approved, and we are now waiting for the funds.
- *Camp:* Summer camp themes picked – Week one theme is “The Pigeon Goes to Camp” and week two theme is “The Very Hungry Camper”. The snacks and crafts will be based on the books. Registration begins on Wednesday, April 9 and usually fills up that morning. Advisory Board Representatives and Executive Committee members will get priority registration.
- Easter Egg hunts have been scheduled. Parents and siblings are invited. Teachers will send more information.
- Western Railroad has paused all field trips. Readiness was scheduled to go attend a trip, so each family will be refunded the amount they paid for this field trip.
- *Emmanuel Dining Room Update:* EDR used to have two locations but closed one. The location that the Church serves a meal to each month is feeding more people (around 250 people). The preschool will now need to provide 12 trays of brownies each month.
- Spring is around the corner which means each class will begin to get their gardens up and running.

Church's Report:

- The church is continuing to plan VBS. Registration is open now.
- The church is doing "Undie Sunday" and collecting new underwear and new socks. You can place these items in the bright orange bin in the lobby downstairs.
- The upholstery on the pew cushions are being replaced.
- The church will be holding Wednesday night services during Lent.
- The church is looking to have the parking lot re-paved. They have gotten a few quotes, but they are all very expensive, so this is still in flux.
- The heater needs to be replaced. It is about 40 years old. The church is trying to decide if they should proactively replace it or wait until it breaks. There is money set aside to replace the heater.
- The church would like to put a sound system in the big room, but Helen has suggested it is cheaper to use a portable sound system.
- The wall outside of the Readiness classroom has been cleaned.

Treasurer's Report:

- Since switching to invoicing, the fees are way down. The budget has been better than projected. The school is still in a deficit, but less than anticipated.
- Julie put flyers for the preschool in various locations around North Wilmington. Annie Masone suggested putting a flyer at Brew HaHa. Amanda Hyman will put a flyer on her neighborhood Facebook page. Brianna Coughlan will put a flyer at her swim club.

Fundraising/Events:

- *Ladies Bingo Night:* A reminder for RSVPs should go to all classes. Gracey and Nina will need to have a final number by Wednesday, March 13 in order to set up the right number of tables. Another reminder to sign up for food is important. The food list is currently set based on last year's final number of 107 people. We currently have 71 confirmed guests, so we may not need as much food, but will need to know asap. It would be helpful to have one more pizza and the other smaller items (i.e. chips/dips/cheese/fruit). Raffle ticket sales started on Friday. The raffle tickets will be available for purchase every day at pick up until the event and the night of the event. Anyone can purchase raffle tickets, but if someone purchases tickets and will not attend the event, please ask them to write their name and phone number on the ticket. The teachers have agreed to MC the games to fill in open spots. There will be seven games – three traditional Bingo, one "C" Bingo and two postage Bingo. The prizes for each game will be a \$50 gift card. Two additional gift cards in the amount of \$25 were purchased in case there are tied games. We will be selling extra boards the night of the event. For \$10, guests can purchase a packet with 7 extra bingo boards (one for each game). There will be breaks in between games but we will not sell extra raffle tickets between each game. Raffle tickets will be available to purchase before the games start and once in between game 6 and 7. The raffles will be pulled after game 7. Annie will purchase the flowers and bring them to set up on Wednesday, March 13.
- *Teacher Appreciation Week:* The set up will be the same as last year. Nina and Gracey will send a request to collect donations in the beginning of April.

Parent Rep/Parent Report:

- There is only one student signed up for the Blue Rocks game. We will send reminder for signing up and will extend the date for signup deadline.
- Emmanuel Dining Room will need 12 brownie trays this morning and they are needed by Tuesday, March 25. Kim Yusypchuk, Kiersten Cohen; Lindsey Hughes, Kelsey Piotti, Jenn Shellem, Amanda Hyman (2) have volunteered to make a tray of brownies. We will need five more volunteers.

Old Business:

- Nothing to report.

New Business:

- Our next meeting is April 14, 2025.

Closing:

1st: Nikole Heitmann 2nd: Jen Mantle